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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
13 January 1987 - 19 January 1988

I. Status of Tasks Assigned by Senior Management:

KIO
The Office of Logistics, Printing and Photography Division, (OL/P&PD) has completed revisions on the second set of galley proofs of the Procurement Handbook. The revisions have been sent to Composition for typesetting. Illustrations should be completed by Design and Presentation Branch this week. A rough mock-up sample book will be ready within two weeks for the Director of Logistics to review. 

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II. Items or Events of Major Interest that have Occurred During the Preceding Week:

YES
A. During the past week the Office of Logistics, Printing and Photography Division (OL/P&PD) Copier Management Program (CMP) has received a number of complaints and requests for copiers which we are unable to fulfill because of budgetary cuts. Most requestors have inquired whether they could fund for their copiers or transfer funds into the Copier Management FAN so that CMP could acquire copiers. The option of accepting additional funding into the CMP is not currently permitted; however, a memorandum is being prepared for the Office of the Comptroller requesting alternate funding for copiers. 

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B. The Office of Logistics Printing and Photography Division (OL/P&PD) has completed the programming of the barcode reader to accept production information along with the program to upload of the information from the barcode reader to the IBM 3270 PC/AT. Uploading of the PC file to a VM file is in progress and is expected to continue in the upcoming weeks. In addition, work on the Employee Personnel Profile (EPP) Program for the Office of Logistics (OL) employees is continuing. The Personnel and Training Staff (P&TS) approved the latest draft of the EPP. As it stands now, the EPP will be run after the Logistics Training System is updated from the Office of Training and Education Database. It looks as if the

Informed C/P&PD
that he has to
handle this!

taking an inordinate
amount of time to do
this.

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25X1 EPP will be run for all OL employees on 23 January 1988. [redacted]
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YES C. On Thursday, 14 January, the Office of Logistics, Printing and Photography Division, (OL/P&PD) was tasked with a priority job for the Office of Security (OS). At 1430 hours, a representative from OS hand-carried one of the misprinted postage stamps to the P&PD Photo Lab to have a color negative made on a while-you-wait basis. After the negative was shot, OS requested 6-8x10 color prints of the stamp to be completed by 12 noon the following day. These prints are to be used in support of an FBI investigation. The job was completed on time. [redacted]

NO D. On Tuesday, 12 January, the Office of Logistics, Printing and Photography Division, (OL/P&PD) provided live videotape support in the Headquarters Auditorium for the Director of Central Intelligence, Public Affairs Branch (DCI/PAB). This particular request was for the SIS Promotion Ceremony where promotions and awards were given out by the Honorable Judge William H. Webster. We are awaiting word from the DCI Staff in regards to editing and the total amount of copies needed. Distribution will be world-wide.

YES E. The Office of Logistics Printing and Photography Division, (OL/P&PD) completed a major project for the Office of Security, Security Education Staff (OS/SES). This project required photographically reproducing pictures from magazines and books on foreign agents from the past. The oldest picture was of Mata Hari and the most recent was of Clayton Lonetree. In all, there were 228 pictures requiring 8x10 photos and 35mm slides of each. These will be used for speaking tours and eventually become a part of the Intelligence Museum. The scheduled delivery date of 15 January 1988 was met. [redacted]

25X1 F. The Office of Logistics, Printing and Photography Division
 25X1 (OL/P&PD) completed printing [redacted] copies of the Personal History
 25X1 Statement for the Office of Personnel. Initially, OP requested
 25X1 [redacted] copies; however, OP was unable to obtain envelopes. P&PD had
 25X1 enough in stock to complete the [redacted] copies. This will provide OP
 25X1 some relief while we wait for the envelope delivery. [redacted]
 [redacted]

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III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

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